

April 2017

Ref: VPSO/MD/04-17

Dear Applicant

Vacancy for Volunteering and Publicity Support Officer

I am pleased to enclose/attach a job description, person specification and application form. More details of the organisation and our range of services can be found on our website at www.ageuksouthglos.org.uk.

Our volunteering department is an important part of these services to older people in South Gloucestershire. This role will provide the important support required to run our services on a day-to-day basis and promote the organisation, so we are able to reach more people in need.

If you feel you can fulfil the essential criteria within the person specification and would like to apply for the post, please complete and return a completed application form (preferably by email to sandra.day@ageuksouthglos.org.uk) by **12 noon Monday 24th April 2017**.

If you are shortlisted we will contact you by Wednesday 26th April 2017. If you haven't heard from us by then, I'm sorry, but that will mean your application will have been unsuccessful.

Interviews are planned for Tuesday 2nd May 2017, so when you submit your application, please indicate if there are any times on that day you will be unable to attend. We will then do our best to work round these if you are shortlisted.

Thank you for your enquiry.

Yours sincerely

Martin Green
Chief Executive Officer

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